

## 16.1 Tip Sheet: How do I establish a new site?

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- ❖ The Office of Ground Water (OGW) also provides guidance on establishing a site. This Tip Sheet assumes that the site has been established according to the OGW guidance provided in OGW Memo [98.02](#) and (or) [Ground Water Procedures Document 2](#) and that you are ready to enter the data into GWSI, the Ground-Water Site-Inventory.
- ❖ Start GWSI at your UNIX system prompt. Choose option 2 from the main GWSI menu – **Screen Entry**.
- ❖ Enter N at the prompt-list query. If you want more information about the prompt list, refer to [Section 4.3.1](#) and [Tip Sheet 16.8](#).
- ❖ Enter the name for the output file that will be used for batch entry later.
- ❖ The next screen will look similar to:

**\*\*\*\*\* Make Site Selection \*\*\*\*\***

Agency Code USGS\_

Site ID

Station Name

- ❖ Enter the agency code of the site being established.
- ❖ Enter the Site ID. Sites other than ground-water sites may have IDs of various formats. Ask your WSC's discipline specialist to help you determine an appropriate ID for your site. For most ground-water sites, the site ID is a 15-digit number of the format *llaattnnnggooqq*, where:
  - *ll* is the degrees of latitude of the site,
  - *aa* is the minutes of latitude,
  - *tt* is the seconds of latitude to the nearest whole second,
  - *nnn* is the degrees of longitude (don't use the negative sign),
  - *gg* is the minutes of longitude,
  - *oo* is the seconds of longitude to the nearest whole second, and
  - *qq* is a two-digit sequence number.

The first site at this latitude and longitude should have a sequence number of 01, and additional sites at this latitude and longitude have incremented sequence numbers.

- ❖ If this 15-digit ID is not in the database, GWSI will identify it as a new site. Check to make sure the items you entered are correct, then enter Y. If the site ID exists in the database, GWSI will identify the site by name. Because you are trying to establish a new site, you will need to reply N to the question of whether the items you entered are correct. Check your

spatial coordinates carefully. If they are correct, you will probably have to increment the two-digit sequence number of the site in order to have GWSI regard the site as being new.

- ❖ When you have entered a site ID that GWSI regards as new, you will be taken to the Sitefile entry screen, which contains many fields on two separate pages. Some fields are mandatory during establishment of a site; some are conditionally mandatory, depending on the type of site and on other fields that you enter. To see which fields are mandatory and conditionally mandatory, see

[http://www.nwis.er.usgs.gov/nwisdocs4\\_4/gw/OpenFileDocs/gwintrocoding\\_Sect2-0.pdf](http://www.nwis.er.usgs.gov/nwisdocs4_4/gw/OpenFileDocs/gwintrocoding_Sect2-0.pdf).

- ❖ Enter data into appropriate fields. For ground-water sites, you *must* enter:

Field Name	Field #	Note
Station name	Field 2	
Station type	Field 3	A ground-water site requires a “Y” in the sixth space. Type in 5 spaces, then a Y, and hit <enter>.
District code	Field 4	Enter “?” for a list of valid codes.
Country code	Field 5	Enter “US” for the United States.
State code	Field 6	Enter “?” for a list of valid codes.
County code	Field 7	Enter “?” for a list of valid codes for your state.
Latitude	Field 8	GWSI will enter a number based on the site ID, but you may edit this number.
Longitude	Field 9	GWSI will enter a number based on the site ID, but you may edit this number.
Latitude/longitude accuracy	Field 10	Enter “?” for a list of valid codes.
Latitude/longitude method	Field 11	Enter “?” for a list of valid codes.
Latitude/longitude datum	Field 12	Enter “?” for a list of valid codes.
Time-zone code	Field 21	Enter “?” for a list of valid codes.
Daylight savings time flag	Field 22	Enter “Y” if this site is in a zone that uses daylight savings time, “N” otherwise.
Site type	Field 33	Enter “?” for a list of valid codes.

On the second page, the following fields are mandatory:

Field Name	Field #	Note
Data reliability	Field 35	Enter “?” for a list of valid codes.
Use of site	Field 37	Enter “?” for a list of valid codes.

- ❖ If you choose to enter altitude data (field 13 on the first page), you must also enter:

Field Name	Field #	Note
Altitude accuracy	Field 14	Enter accuracy, in feet or fraction of a foot.
Altitude method	Field 15	Enter “?” for a list of valid codes.
Altitude datum	Field 16	Enter “?” for a list of valid codes.

**Note:** You should try to enter as much information as you can through field 47. Retrievals can be constructed to select sites on the basis of the content of nearly any field; therefore the more information entered for a site, the more specific retrievals can be.

- ❖ When you finish with field 47, you will be asked whether you want to edit any of the 47 fields on the Sitefile entry screens. You can enter the number of the field to edit that field.
- ❖ If you are finished with edits, enter “0” to store the Sitefile information in the output file. The next screen introduces seven additional tables into which you can enter data (none of which are mandatory for site establishment), allows you the option of changing to another site (option 2) or exiting the input program (option 1). Some of the data recommended for site establishment in [Ground Water Procedures Document 2](#) are housed in tables other than the Sitefile. If you choose to enter data in other tables, you will always return to this screen when you are finished with data entry. When you are finished entering all data for your site, select option 1 (exit HDRINP program).
- ❖ At the main GWSI menu, select option 3 (Edit GW data). You will be prompted for the name of your data file, which you identified at the beginning of your data entry, and a one-digit “batch” character of your choice. GWSI will run your data file through a series of error-checking routines and will list them in an error file. You should review the error file to determine whether all the data pass the error checks. Some of the data may generate warnings; these data will still go into the database. Data that generate errors, will not go into the database.
- ❖ When your data file passes the edit checks, its contents are ready to be added to the database. Most users do not have permissions to do this. At the main GWSI menu, select option 7 (copy file to WATIN). This will make a copy of your data file in a directory maintained by your WSC’s GWSI database administrator. Send the database administrator an email stating the name of the file that you copied to the WATIN directory, and he or she

will update the database.

- ❖ It is good practice to examine the data once they are in the database. If you need to edit any of the data, follow the instructions in [\*Tip Sheet 16.2\*](#).